

**TOWN OF NEWBURGH  
PLANNING COMMISSION  
MINUTES JANUARY 9, 2012**

**MEMBERS PRESENT:** Jim Moore; David Rice; Candi Burress; Jerry Jackson; Anne Rust Aurand; Bill Byers  
**ADMINISTRATIVE PRESENT:** Cynthia Burger, Town Manager; David Zendell, Zoning Administrator

**CALL TO ORDER**

Commission Chair, David Rice, called the meeting to order at 5:30 p.m. He welcomed new member, Bill Byers to the Commission. Kris Setzkorn has also been appointed but she was not present.

**MINUTES**

Mrs. Burress moved to accept the minutes as presented. Mr. Jackson seconded the motion and it carried.

**REPORTS**

**Staff**

Mr. Zendell presented the December 2011 project report: 22 permits were issued for 11 projects, for an estimated valuation of \$245,101. There were nine site improvement permits; two each for plumbing, electrical and signs; one each for location and a fence; three for storm water and two for Certificates of Appropriateness (in the historic district). He said \$1,110 was collected in permit fees.

In response to a question from Mr. Jackson, Mr. Zendell said a storm water permit is needed any time a project redirects rain water, such as a garage.

He also compared the number of permits issued in 2010 and 2011. In 2010, there were 139 permits issued; \$9,904.96 in permit fees collected for a value of permitted work totaling \$1,105,519. Another \$2,975 was collected for contractor listing. (Mr. Zendell said contractors pay a \$25 annual fee to be listed with the town.) In 2010, 119 contractors registered; while in 2011, the total was 142. In 2011, there were 202 permits issued; \$8,383.48 permit fees collected, with a \$2,160,561.98 total valuation. Contractor listing fees totaled \$3,550. Inspections conducted in 2010 totaled 44; in 2011, there were 137. Ms. Burger said inspections in 2010 were only conducted on call, as the Zoning Administrator's position was vacant. She said Town Engineer, David Hynes accompanies him on inspections until Mr. Zendell obtains the proper certifications.

**UNFINISHED BUSINESS**

Ms. Burger said the ordinance amendment to reduce demolition fees from \$150 to \$25 or \$15 will be on the docket for the second January Town Council meeting. The Planning Commission adopted the amendment and sent it to the Town Council in August 2011.

**NEW BUSINESS**

**Election of 2012 officers**

As Steve Franke is moving out of town and therefore no longer qualifies to sit on the commission, Mr. Rice noted there is a need to elect a new vice chair. Mrs. Burress asked Mr. Moore if he would accept the position. After he agreed, Mrs. Burress moved his nomination. Mr. Jackson seconded the motion and it carried.

Mrs. Burress also moved to retain Mr. Rice in the position of chair. Mr. Moore seconded the motion and it carried.

Mr. Rice asked Mr. Moore if he would accept another four-year term as Planning Commission member on the Board of Zoning Appeals. Mr. Moore agreed to serve. Mr. Jackson moved for the appointment. Mrs. Burress seconded the motion and it carried.

Ms. Burger said Mrs. Setzkorn is the Town Council appointee from the Planning Commission to the BZA, and Mrs. Aurand has been reappointed to serve as the Town Council liaison from the Town Council. That is a voting position on the Planning Commission.

#### **UPDATE ON COMMISSION INFORMATION**

Ms. Burger asked members to provide contact information.

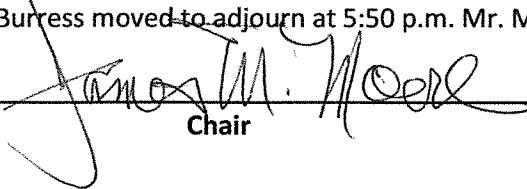
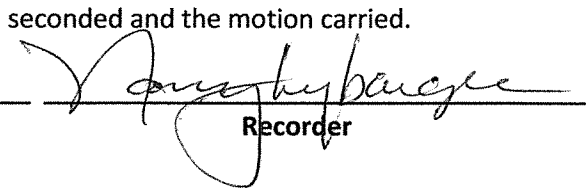
#### **ANNOUNCEMENTS**

Ms. Burger said the Town Council will present its annual awards at its next meeting. She invited commission members to attend. Mr. Rice thanked her for all the work she does for the town.

#### **ADJOURN**

Mrs. Burress moved to adjourn at 5:50 p.m. Mr. Moore seconded and the motion carried.

---

   
Chair Recorder